



IS SEEKING A

FLEET SERVICES MANAGER

\$67,080 - \$82,308 Annually

For additional information or to submit an application contact:

**Human Resources Division
567 El Camino Real
San Bruno, CA 94066
(650) 616-7055**

**Visit our website at:
<http://www.sanbruno.ca.gov>**

Final Filing Date: Friday, April 8, 2005

Preliminary Interviews are tentatively scheduled for: Wednesday, April 27

The City of San Bruno is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, ancestry, color, gender, marital status, physical or mental disability, national origin, race, religion, or sexual orientation in its employment actions, decisions, policies or practices. The City complies with the employment provision of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

The Community

The City of San Bruno, population 41,500, is located in San Mateo County, twelve miles south of San Francisco and immediately adjacent to San Francisco International Airport. Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational, and recreational opportunities of the San Francisco Bay Area. San Bruno is recognized by its residents as enjoying a small town atmosphere within a large metropolitan area. The Gap corporate headquarters, Golden Gate National Cemetery, National Archives Pacific Sierra Region, Skyline Community College, a downtown area with an international flavor, and three regional shopping centers all call San Bruno home.

The Position

The City of San Bruno Public Works Department is seeking the right person to manage the City's fleet maintenance operations. We seek candidates with a proven track record in auto mechanics who are ready to manage a full-service centralized fleet operation, including procurement. The ideal candidate will possess a strong management orientation, a "big picture" view of the role of fleet management in municipal operations, and solid oral and written communication skills.

The new manager will direct a small staff of two full-time Mechanics and one part-time mechanic intern that is hard working and efficient. The manager will provide leadership and motivation as well as technical guidance to this group. Interpersonal and cross-organizational skills are very important. In addition to City staff, the manager must deal effectively with vendors, other cities, and State and Federal regulatory agencies. This is an exciting opportunity in a "can do," proactive organization that is on the move.

This is a working management position with both hands-on shop duties and significant administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. Job requirements may include evening and weekend hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

The Public Works Department

The Department is responsible for the overall planning, maintenance, operation and improvement of public infrastructure, including potable water distribution and storage, groundwater well production, wastewater collection, storm drainage and streets. The Department also provides project management services for a majority of the City's annual capital improvement program, and fleet management services for the City's non-Fire vehicles and equipment.

The Central Garage maintains over 120 vehicles, including 14 Police patrol vehicles, two street sweepers, two aerial lifts, and two vans for Recreation transport, as well as other pieces of motorized equipment including mowers and backhoes. The Division maintains, operates, and provides the capital programming necessary to ensure a consistent high quality product is delivered to our customers.

The Job Duties

- Develops and implements goals, objectives, policies and priorities for the Division and assigned functional work area in conjunction with departmental management.
- Plans, directs, coordinates, supervises, and reviews the work of assigned personnel.
- Is a strategic manager who understands long-term implications of daily activities.

- Develops and manages the City's fleet maintenance and acquisition programs; implements and executes an effective preventative maintenance program.
- Performs advanced journey level equipment maintenance and repair procedures.
- Supervises, trains, instructs and motivates subordinate employees.
- Evaluates subordinates' performance and prepares performance evaluation reports.
- Manages the process for equipment acquisition including development of bid specifications utilizing the "life cycle" costing method.
- Resolves work problems, determines additional needs, assures continuous support and follow-up. Processes and resolves employee grievances.
- Works closely with affected user departments to assure that vehicles are maintained properly and to ensure that vehicle replacement programs and fleet selection conform to established City policy and procedures.
- Coordinates and advises affected user departments as to scheduled maintenance for assigned vehicles.
- Prepares budget estimates, cost allocations of Garage services to user departments, vehicle replacement justifications and other reports.
- Exhibits and practices support for management decisions. Maintains commitment to creating and sustaining a pleasant, cooperative and productive work environment.

The Minimum Qualifications

Education and Experience:

Equivalent to completion of high school (diploma or GED). An AA or AS degree in a related field is highly desirable.

Five (5) years of increasingly responsible experience in public works maintenance and repair at a journey or lead level, including at least two (2) years of administrative and supervisory responsibility.

Knowledge:

Considerable knowledge of materials, methods, practices, and equipment used in fleet maintenance operations; types and level of maintenance and repair activities generally performed in a vehicle maintenance program; occupational hazards and standard safety precautions necessary in the work.

Principles of supervision, training and performance evaluation; principles and practices of administration, budget and personnel management; safe driving principles and practices.

All aspects of fleet maintenance operations for a range of vehicles which includes passenger sedans, light duty trucks, cargo vans, and heavy duty trucks and equipment; hydraulic, mechanical and electrical systems on fleet equipment; skill in use of welding, machine shop and vehicle testing equipment.

Ability to:

Plan, organize, direct, review and supervise the work of semi-skilled and skilled maintenance personnel; evaluate maintenance needs and problems; identify materials and resources required to solve problems; read and interpret plans and specification.

Licenses Required:

Possession of and ability to maintain a valid Class B California driver's license.

Benefits

SALARY

The salary range is \$67,080 - \$82,308 plus 0.5% City-paid deferred compensation match.

RETIREMENT

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55. Employees contribute 8% on a tax deferred basis. Employees do not pay Social Security, but do pay 1.45% Medicare coverage.

INSURANCE

The City contributes \$775 per month towards the cost of Medical, Dental and Vision for employee and dependents (including domestic partner). Employee cost of \$211.80 per month is on a tax deferred basis.

Life insurance equal to one year's salary and Long Term Disability (LTD) coverage are provided at no cost.

LEAVE

Includes 10 - 23 days vacation per year depending on length of service (credit for prior public sector work experience will be considered), 12 days annual sick leave, 14.5 paid holidays, and 60 hours of management leave per year.

OTHER

Employee has access to Home Loan Assistance Program, 2.5% Bilingual Incentive Pay, direct deposit (required), credit union membership, use of City vehicle, pre-tax commute vouchers (employee cost), personal/professional development account of \$500 annually, and tuition reimbursement.

Mission Statement

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

Vision Statement

San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

San Bruno Values

- Integrity
- Protecting, guarding and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness
- Commitment to the community

Selection Process

To Apply:

If you are interested in this outstanding opportunity, please submit a city application (required) to:

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Human Resources Division**
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San Bruno, CA 94066
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hr@sanbruno.ca.gov

You may apply online at www.sanbruno.ca.gov

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Friday, April 8, 2005**

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**Finalist Selection
Week of May 9, 2005**

NOTE: This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.